

Job Title: ENGINEERING TECHNICIAN IV - ANALYSIS TECHNICIAN - IPR#46564

Agency : Department of Transportation

Closing Date/Time: 06/07/2023

Salary: \$4,790-\$8,775 Monthly

Job Type: Salaried Full Time

County: Sangamon

Number of Vacancies: 1

Plan/BU: NR916 - Protech Teamsters

This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.

All applicants who want to be considered for this position MUST apply electronically through the illinois.jobs2web.com website. State of Illinois employees should click the link near the top left to apply through the **SuccessFactors employee career portal.**

Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

Agency Mission Statement

The Illinois Department of Transportation is seeking to hire an Analysis Technician.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

The department offers extensive training and career advancement opportunities. Employees also receive a robust benefit package including:

- Monday-Friday work schedule
- Flexible work schedules are available in many program areas.
- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Employees earn (12) paid Sick Days annually.
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually.
- Employees earn (3) paid Personal Days annually.
- (13-14) paid holidays annually (based on start date)
- Tuition Reimbursement

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

Job Responsibilities

This position is accountable for determining routes and restrictions for the safe and efficient movement of exceptionally large oversize and overweight objects within and through the state, granting or denying permits for such movements, and computing fees as required by law. This position is accountable for advising customers on non-compliant routing, coordinating with internal and outside agencies such as the Illinois Department of Transportation (IDOT) district offices, Bureau of Bridges and Structures, Bureau of Materials, Illinois State Police (ISP) districts, local police department authorities, and consultants. This position also is responsible for maintaining permit related databases on a web-based application process for the safe and efficient movement of exceptionally over dimension and overweight objects within and through the state, including vertical clearance of

all overhead structures and sign trusses, width restrictions, and quality control of databases. This position disseminates emergency information affecting movements.

Annual fees:	\$24 million
Annual oversize and overweight moves:	240,000
Supervised moves:	+6

This position reports to the Permit Unit Chief. There are no subordinates reporting to this position. This position works in an environment that ensures the analysis verification of all permit applications for the largest and heaviest movements that cannot be handled in an automated manner. This position determines whether the requested roadway route can safely accommodate the movement.

Typical problems include coordinating oversize and overweight loads with many height, width, and weight restrictions causing conflicts in the route, and authorizing emergency movements at night or on weekends when special circumstances arise. Since the expedited procedures for authorizing emergency permits allows the applicant to avoid normal processing times and travel when normal permits are void, the incumbent must be able to distinguish bona fide emergencies from situations where the applicant wants favored treatment. On occasion, the requested emergency move may violate department policies or exceed the authorized limit of roadways or bridges. In those instances, s/he is expected to discuss the matter with the Permit Unit Chief. The greatest challenge consists of the prompt and thorough analyses of applications for emergency and exceptionally large moves while ensuring the movements will not unduly jeopardize the safety of the motoring public or cause damage to the state highway bridges and pavements.

(Job Responsibilities continued)

The incumbent reviews applications for the largest oversize and overweight moves, utilizes geographic information systems (GIS) to advise the applicant of acceptable alternate routes, specifies restrictions and traffic control governing the move, calculates and assesses the fee, issues the permit, and completes the permit record using an on-line computer terminal. Since most highways and bridges will not accommodate movements of this magnitude, it is frequently necessary to discuss the proposed move with the applicant and advise him/her of revisions in routing, load configuration, or weight distribution required to obtain a permit, or in some cases, to advise him/her that the move cannot be made. The incumbent must have a knowledge of specialized hauling equipment and the various types of loads normally moved to determine whether the applicant can safely complete the movement without damaging the highway or bridges, or has inadvertently furnished inaccurate information, or has deliberately falsified proportions of the application to gain an economic advantage over his/her competitors. S/He also coordinates with the Bureau of Bridges and Structures, Bureau of Materials, and district offices; advises district personnel regarding restrictions governing the moves; and acts as the department representative on the largest moves requiring close supervision. In order to perform this task, technical data is compiled and analyzed daily to ensure bridge limitations, horizontal and vertical clearances of structures, route restrictions due to accidents or highway reconstruction, equipment information, and any other condition that may affect these movements are current and accurate. The incumbent maintains the database, ensures each permit writer in the Permit Unit is immediately aware of any revisions, and coordinates distribution of the information. The incumbent reviews requests and, when appropriate, authorizes the emergency movements of equipment or mobile housing units to disaster areas and other locations when the move cannot be delayed while a normal analysis is made. The incumbent personally represents the department in daily contacts with staff in the transportation industry, construction contractors, law enforcement, and specialized heavy haulers concerning legal weights and dimensions and the policy on over dimension and overweight movements. S/He must outline and discuss departmental policies and interpretations of Illinois law relative to the size and weight of vehicles, vehicle movements, and vehicle registration with industry representatives who seek special permit authority or have difficulty in making a movement. These contacts must be handled in a tactful and helpful manner since the refusal to allow the requested movement may have significant economic and political impact. The incumbent compiles and updates the Permit Office Policy Manual as well as answers and advises by phone or email questions regarding Permit Office policy or permit validity to law enforcement officers or truck weight inspectors.

(Job Responsibilities continued)

Under the direction of the Permit Unit Chief, the incumbent is afforded wide latitude to act within departmental policies and procedures and Illinois laws governing oversize and overweight highway movements. Matters of a sensitive or unusual nature are referred to the Permit Unit Chief.

This position requires frequent internal contact with district personnel in order to coordinate field instructions and ensure the Maintenance Operations Section's records include all restrictions that could affect permit routing. S/He

works closely with the Bureau of Bridges and Structures in order to ensure weight restrictions are adhered to and for the analyses of bridges that have not been checked for a particular vehicle combination. The incumbent maintains liaison with local transportation officials, ISP, local police, Secretary of State's office, and Illinois Commerce Commission personnel to discuss the feasibility of specific movements and to provide departmental interpretations of Illinois law and regulations governing oversize and overweight movements. Occasional statewide or out-of-state travel with overnight stays is required.

The effectiveness of this position is measured by the promptness with which permit applications for oversize and overweight movements are analyzed, the avoidance of damage to bridges and roadways through accurate routing, the efficient handling of emergency requests, and the minimization of complaints from the trucking and construction industry consistent with observation of all applicable regulations and safety factors.

Principal Accountabilities

1. Ensures that all exceptionally large or heavy permit moves are issued in accordance with the department's statutory obligations and policies relative to the safe and efficient movement of oversize and overweight vehicles.
2. Ensures that all applicants are treated fairly and that each permit application is acted upon without undue delay.
3. Reviews requests for emergency movements and issues or denies authorization for such moves.
4. Analyzes, compiles, maintains, and distributes technical data on the structural capability of bridges, vertical and horizontal clearance of structures, and other temporary or permanent route restrictions.
5. Maintains a database with both mainframe and personal computer applications.
6. Analyzes specialized heavy hauling equipment and approves or denies its usage for permit movements.
7. Reviews and recommends controls to ensure safe and efficient movements, accuracy of calculations, and compliance with statutes and regulations.
8. Recommends and monitors controls to ensure the highway system is not unduly damaged and the safety of the traveling public is not endangered by the movement of oversize and overweight vehicles and loads.
9. Compiles and updates the Permit Office Policy Manual as well as answers and advises by phone or email questions regarding Permit Office policy or permit validity to law enforcement officers or truck weight inspectors.
10. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
11. Performs other duties as assigned.

Qualifications

Position Requirements

- Education/Experience
 - Completion of two years of college in civil engineering technology, pre-engineering or a job related technical/science curriculum plus five years of engineering experience; OR
 - Seven years of engineering experience
- Valid driver's license
- Occasional statewide or out-of-state travel with overnight stays

Position Desirables

- Ability to assimilate data into comprehensive technical reports
- Familiarity with IT AP and the online routing system
- Familiarity with GIS
- Knowledge of permit laws and policies
- Familiarity with various vehicle combinations used to transport heavy loads
- Working knowledge of Microsoft Office
- Ability to maintain professional and harmonious relationships with departmental staff and the general public
- Strong oral and written communication skills

Work Hours: 8:00 A.M. - 4:30 P.M. Monday-Friday

Work Location: 2300 S Dirksen Pkwy Springfield, IL 62764-0001

Office: Office of Highways Project Implementation / Bureau of Operations

Agency Contact: DOT.CONTACTHR@ILLINOIS.GOV

Job Family: Transportation; Science, Technology, Engineering & Mathematics

APPLICATION INSTRUCTIONS

Use the “Apply” button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the [Illinois.jobs2web.com](https://illinois.jobs2web.com) homepage in the blue ribbon.

Non-State employees should log in on the using the “View Profile” link in the top right of the [Illinois.jobs2web.com](https://illinois.jobs2web.com) homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the [career portal](#) for State employees and review the [Internal Candidate Application Job Aid](#)

Non-State employees: on [Illinois.jobs2web.com](https://illinois.jobs2web.com) – click “Application Procedures” in the footer of every page of the website.

The main form of communication will be through email. Please check your “junk mail”, “spam”, or “other” folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com